



TENNESSEE DEPARTMENT OF CORRECTION

Employee Referral Program Guidelines

Contents:

[Authority](#)
[History](#)
[Purpose](#)
[Eligibility and Participation](#)
[Referral Amount](#)
[Referral Program Requirements](#)

Authority

Tennessee Department of Correction Central Office will administer an Employee Referral Program (ERP), which provides a monetary incentive to eligible employees. The sole purpose of an Employee Referral Program is to enhance TDOC's recruitment and retention efforts.

This program is for current employees that have referred applicants for employment, and in which the applicant has been successfully hired by TDOC as a Correctional Officer or Nurse to work in a facility owned and operated by TDOC.

History

Recruitment and retention of Correctional Officers, as well as Nurses, are TDOC's top priorities, as these are critical positions in which substantial shortages have been seen on an historical basis. TDOC has recently implemented several recruitment initiatives; however, these initiatives have not had the expected outcomes across the board in the facilities. Therefore; the department will implement an Employee Referral Program as an additional recruiting tool that will not only attract new applicants but also reward our employees who act as ambassadors for TDOC.

Purpose

The purpose of the Employee Referral Program is to provide a monetary incentive to any current employee who brings new talent to the agency by referring applicants who are subsequently selected and successfully employed in the job classifications of Correctional Officer and Nurse.





TENNESSEE DEPARTMENT OF CORRECTION
Employee Referral Program Guidelines

Eligibility and Participation

Applicant – Applicants are persons not currently employed with the hiring agency and have never been employed by TDOC previously.

Positions – Positions eligible for this program must be determined by the agency to be “hard-to-fill” positions. Currently, these positions are recognized as Correctional Officers and Nurses.

Any individual that is currently employed by TDOC is eligible for participation in the Employee Referral Program. An employee would be considered eligible for the referral if an applicant is successfully hired for the positions of Correctional Officer or Nurse, and lists on their Applicant Referral Application that the said current employee provided them with a referral for employment.

The current employee is required to submit the Employee Referral Application to Human Resources for processing within five (5) calendar days of the applicant's hire date.

An employee is not eligible for the Employee Referral Program if:

- The applicant has previously been employed by TDOC.

Referral Program Amount

The Employee Referral Program is operated under the authority of the TDOC Employee Referral Program Guidelines. The Employee Referral program will pay the current employee one hundred dollars (\$100.00) for each applicant that is successfully hired and completes training at Tennessee Correctional Academy (TCA).

This payment will process separately from the referent's regularly salary, and will be paid in full no later than thirty-one (31) days upon the completion of the applicant's training at TCA.



TENNESSEE DEPARTMENT OF CORRECTION

Employee Referral Program Guidelines

Referral Program Requirements

A current TDOC employee is only eligible for participation in the Employee Referral Program, if the applicant indicates they have been referred by the current employee for the position.

Referred candidates cannot be current employees of the hiring agency in any capacity, to include temporary, temporary grant, research grant, time-limited project, or contract employees. Both the referring employee and the applicant must be employed by the agency when any referral money is paid.